



UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Session 1958-59

Course in

PURCHASING

sponsored by the

**PURCHASING AGENTS' ASSOCIATION
OF TORONTO**

PURCHASING

TUESDAYS

16 LECTURES

The Purchasing Agents' Association of Toronto sponsors this course for the special training of purchasing agents, their assistants and those interested in broadening their knowledge of the purchasing field. Approximately half the content will be concerned with more general topics such as economics, accounting and law, while the remaining half will deal with some of the specific administrative problems faced by a purchasing agent.

COURSE CHAIRMAN: Gilbert C. Goodall

TIME: Tuesdays, 7:30 p.m., beginning October 7th.

PLACE: Room 101, School of Nursing Building

FEE: \$25.00

REGISTRATION:

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms and course literature may be obtained by writing The Director, University Extension, 65 St. George Street, or by telephoning WA. 3-6611, Locals 301, 304, 526, 527.

In order to accommodate students and enable them to enrol during the evening, registration will be taken--

Tuesday	September 16th
Thursday	September 18th
Monday	September 22nd
Wednesday	September 24th
Wednesday	October 1st

in the evenings from 7:30 to 9:00, in the Wallberg Building, corner St. George and College Streets.

PROGRAMME

LEGAL ASPECTS OF PURCHASING

LECTURER: Charles M. Ricketts, Q.C.

October 7--Contract Studies
October 14--Sale of Goods Act

VALUE ANALYSIS (PART I)

LECTURER: Frank V. E. MacDonald

October 21--Better Value through Price Analysis
October 28--Better Value through Quality Inspection
November 4--Better Value through Better Timing and Quantity
November 11--Better Value through Better Inventory Control

PRINCIPLES OF PURCHASING

LECTURER: D. B. Morin, C.A.

November 18--Principles of Organization
November 25--Principles of Good Procedures
December 2--Administration and Purchasing Ethics
December 9--Budgets and Report Writing

VALUE ANALYSIS (PART II)

LECTURER: John H. Garlick

January 6--Better Value through Better Packaging, Materials Handling & Traffic Operations
January 13--Better Value through Better Suppliers and Purchasing Techniques
January 20--Better Value through Better Manufacturing Methods (standardization, substitution, design)
January 27--Better Value through lower Cost Operations (office--buildings--plant)

SPECIAL ASPECTS OF PURCHASING (PART I)

LECTURER: J. A. MacDonald

February 3--Sales Tax Act

SPECIAL ASPECTS OF PURCHASING (PART II)

LECTURER: E. H. Blair

February 10--Customs Procedures